PTA Leader Student Entry Portal Instructions

Step 1. Create an Account

1. Click “sign up” and enter your full name, email and create a password.
2. Click “register” and receive a confirmation email.
3. Click the unique link in your confirmation email to activate your account.

Step 2. Submit Entries

1. From your account’s home page, click “create a submission” for each entry advancing to the next level.
2. Click “Entry Form” to enter information from the student's signed entry form.
3. Click the provided link to upload a copy of the student's work.
4. Click “submit entry” to send the submission to your State PTA.

Step 3. Confirm Submission Status

1. Click "Home" to view a list of all complete and incomplete submissions.
2. Look for the submission's status of “Submitted.”
3. Receive an email receipt of submitted entry with an attached form for documentation.

Frequently Asked Questions

Question: I don't know or have forgotten my password. How do I reset it?
Answer: Request a password reset by visiting: https://ptareflections.fluidreview.com/acc/pwd/rst/.

Question: Why do the dates/times associated with my submitted material seem to be a few hours off?
Answer: This happens when we are unaware of your local time zone. Please set your time zone in your account settings page.

Question: Who should sign up to use the National PTA Student Entry Portal?
Answer: Any PTA Leader may sign up and submit entries to their State PTA.

Question: When should my PTA submit entries online?
Answer: WA State PTA Reflections deadline is: Friday, January 18th, 2019

Question: Which student entries should I submit?
Answer: Enter only winning submissions advancing to the state-level. Your State PTA will determine the number of entries accepted per division and category.

Question: How do I make edits to a submitted entry?
Answer: Submitted entries are locked for editing. If you need to make corrections or resubmit, please notify your State PTA at reflections@wastatepta.org.

Question: How do I delete a submitted entry?
Answer: From your home page, click "delete" next to the submission you would like to remove.